United Nations ST/IC/2001/72

Secretariat

27 September 2001

# Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2001 competitive examination for Chinese-language head teacher**

1. A competitive examination for the recruitment of a Chinese-language head teacher will be held on 26 November 2001 at United Nations Headquarters in New York. The purpose of this examination is to establish a roster from which future vacancies for Chinese-language head teacher in the Chinese programme of the Learning Service of the Office of Human Resources Management at Headquarters will be filled.

2. The full-time Chinese-language head teacher with the United Nations will teach a specified number of course hours per week and devote a specified number of work hours to establishing and administering courses in the Chinese language for United Nations staff and staff of the permanent missions to the United Nations. The Chinese head teacher sets the curriculum for the Chinese programme based upon the overall objectives of the Language and Communications Programme, designs courses in Chinese language and communication skills and selects and updates materials for these; prepares teaching and examination schedules using the Language and Communications Programme database system; and is responsible for the preparation, administration and correction of the Chinese-language proficiency examination and end-of-term course examinations. The head teacher is expected to use word-processing and database software in performing these duties. The head teacher is also expected to carry out other staff development activities whenever called upon to do so.

3. The examination is open to all staff members of the Secretariat, including those in the General Service and related categories working at Headquarters, as well as to qualified external applicants.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Chinese as their main language;[1]

* Expiration date of the present circular: 31 December 2001.

[1] Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

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(b) Hold an advanced university degree (Master of Arts) in applied linguistics, linguistics, language teaching methodology, languages or a related field;

(c) Have at least five years' recent experience teaching Chinese or another language of the United Nations as a second or foreign language to adults, preferably in a professional setting;

(d) Have experience using multimedia, video, and/or computer-assisted language-learning technology to teach Chinese;

(e) Be computer literate and proficient in word processing, in Chinese and English or French. Familiarity with database applications is desirable;

(f) Have a working knowledge of English or French. Knowledge of additional official languages of the United Nations is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course must have passed the United Nations Language Proficiency Examination in that language. Candidates who have not attended United Nations language courses must substantiate their claims to knowledge of those languages by attaching photocopies (not the originals) of either diplomas or certificates from language schools or a brief explanation of how they acquired knowledge of those languages to their application.

5. The Board of Examiners will review all applications and invite the best qualified candidates to sit for the examination. Candidates who are invited to sit for the examination will be notified in writing by the Board. The fact that a candidate has not received a written response from the Board indicates that a candidate has not been selected to sit for the examination. **The Board's decisions are final.**

6. The written examination consists of the following two parts:

**Part 1.**

A. Essay questions (in Chinese) dealing with second language acquisition, language testing, language teaching methodology and language and communication skills training. This part of the exam may include an assessment of pronunciation (1½ hours);

B. Knowledge of Chinese language syntax and usage (in Chinese) (30 minutes).

It should be noted that this paper is eliminatory. Only candidates who are successful on part 1 will have their other papers marked.

**Part 2.**

A. Essay questions (in Chinese) on curriculum course design, including a lesson plan (1 hour);

B. Essay questions (in English or French) dealing with teacher supervision and observation of language and communication skills courses (1 hour).

The use of a dictionary or any other reference material is **not** permitted during the examination.

7. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to the second phase of the examination. The Board may require candidates to send an audio/video sample of language teaching prior to being convoked to the second part of the examination. Candidates will be asked to teach a demonstration class and then the Board will interview each candidate to assess personal qualities, professional experience, basic knowledge of the United Nations and ability to work as a member of a team. The interview is an integral part of the examination.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of successful candidates for inclusion in a roster. All candidates admitted to the examination will be informed in writing of the Board's recommendation in respect of their candidature. The Board's recommendations are not subject to appeal. The Board does not release individual results.

9. Additional information on the salary scales for language teachers at Headquarters is contained in information circular ST/IC/2001/61 of 10 August 2001.

10. Staff members who wish to apply for the examination should complete the attached form and submit it, not later than **5 November 2001** to:

2001 Competitive Examination for Chinese-language Head Teacher
Examinations and Tests Section
Specialist Services Division
Office for Human Resources Management
Room S-2575E
United Nations Secretariat
New York, N.Y. 10017
United States of America
Fax No.: (1-212) 963-3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered. Applications may be sent by mail, e-mail or faxed.

# Application[a]

## 2001 competitive examination for Chinese-language head teacher

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office[c] _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s) _____

What is your mother tongue and main language?[d] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

**A. University degree(s) or equivalent or post-secondary educational qualifications**

| *Name of institution[e] (include place and country)* | *Language of instruction* | *Attended (month/year)* | | *Degree or equivalent[e]* | *Main field of study* |
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| | | *From* | *To* | | |
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B. **Describe your work experience (giving dates and length of time) in Chinese-language teaching, course development and communication skills (including writing skills) training for adult learners. Also, indicate any international experience you may have.**

C. **Indicate your experience using multimedia, video, the Internet and computers for Chinese-language teaching, including distance learning. Specify software with which you are proficient (e.g. word processing, presentation, databases), and whether you have experience in web design.**

**D. Knowledge of other languages**[f]

| *Language(s)* | *United Nations language programme (indicate highest level and date)* | *Courses taken at other institutions (name and location)* |
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**E. Indicate your ability in each of the languages mentioned above**

| *Language* | *Read* | | *Understand* | | *Speak* | | *Write* | |
|---|---|---|---|---|---|---|---|---|
| | *Easily* | *Not easily* | *Easily* | *Not easily* | *Fluently* | *Not fluently* | *Easily* | *Not easily* |
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I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

*Notes*

[a] Staff members applying for these examinations **must complete this application form**. In addition, staff members **must attach** written proof of claimed post-secondary education unless the staff member was convoked for the G-to-P examination for promotion to the Professional category or for another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member for completion and resubmission **by the deadline for receipt of applications** to the Examinations and Tests Section, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Examinations and Tests Section will **not** be granted. Therefore, staff members are advised to submit their applications on time.

[b] Normally appears on your grounds pass, monthly salary statement and P.5 personnel action forms. If not, please contact your Human Resources Officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGAACS, OCS, ECE, UNCTAD, UNOG, UNOV or other (please specify).

[d] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

[e] Give exact name and title in original language. Do not translate or equate. **Copies of university degrees must be attached.**

[f] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (f) of the present circular.